

16 SUPERVISION OF YOUTH ON AFTERCARE

OVERVIEW OF CHAPTER CONTENTS

PRIMARY TOPICS COVERED IN THIS CHAPTER (READ ACROSS)

- Introduction
- ICCP/Progress and Program Activity Documentation
- Permanency Plan
- Sex Offender Requirements
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- Taking a Youth into Custody

FORMS DISCUSSED IN THIS CHAPTER

- ☐ Contact Standards Amendment (DOC-2128)
- ☐ Rules/Conditions of Supervision (DOC-1741)
- ☐ Sample Letters regarding Change in Agent
- ☐ Field Notice 1: Secure Transportation.

DOC-1741 is completed in JJIS. DOC-2128 is available in MyDOC. Field Notice is in MyDOC.

INTRODUCTION

DEFINITION

“Aftercare” is the supervision status of a youth released by OJOR from a JCI or type 2 secured correctional facility by OJOR. [see Chapter 5] The youth remains on correctional supervision by DOC or a county department until the expiration of the commitment order or administrative discharge from supervision. [see Chapter 18].

Certain Type 2 status youth may be supervised at the aftercare level. These include: Serious Juvenile Offender youth in alternate care placements and Type 2 RCC youth transferred to a less restrictive alternate care setting.

Some **counties provide their own aftercare services and other counties contract with DJC** to provide aftercare services. Please see the **list in the CMM section of myDOC**. A DJC agent

supervises youth on state aftercare while a county social worker supervises youth on county aftercare.

PURPOSE

The purpose of aftercare supervision is to **monitor a youth's behavior in the community** while he or she continues to participate in treatment programs and educational/vocational training based upon the youth's ICCP.

RULES/CONDITIONS OF SUPERVISION

The youth follows the rules of supervision contained in the DOC-1741 and required by a specific program. If a youth violates a rule of supervision, the agent follows the counseling, summary disposition and revocation procedures. [see Chapter 17].

PLACEMENT WHILE ON AFTERCARE

While the youth is on aftercare, the youth may reside in the parental/guardian's home. If that placement is unsuitable for some reason, an agent may place youth in alternate care such as a foster home, group home, or regular RCC/RCC pursuant to DJC procedures. Generally, **youth spend a period of 4 to 5 months on aftercare.**

RELEASE TO AFTERCARE PROCEDURES

SEE CHAPTER 10

The agent, JCI social worker, OJOR and OOA have specific responsibilities during the release to aftercare process from a JCI or type 2 status.

ICCP, PROGRESS AND PROGRAM ACTIVITY DOCUMENTATION

SEE CHAPTER 6

The agent meets ICCP, Progress and Program Activity Documentation requirements for youth on community supervision.

COMMUNITY PROGRAMS/SERVICES

Overview

Unlike the JCI's which offer many established programs delivered by DJC staff, agents must connect the youth and her/his family with educational, vocational and treatment programs/services provided by community agencies.

Youth in the community have a variety of treatment needs that must be met for the youth to successfully reintegrate. All sex offenders shall be involved in sex offender treatment until a treatment specialist determines the youth no longer needs the treatment.

Agents have a responsibility to continually assess the strengths and needs of a youth and family in order to connect the youth and his/her family with appropriate community resources. The COMPAS-Youth and Re-entry tools provide the basis for identifying the most important criminogenic needs for each youth. Successfully reintegrating a youth into the community is a process that begins before the youth leaves the JCI. It is a complex process requiring ongoing monitoring and modification.

SEE CHAPTER 13

The third phase of Juvenile Cognitive Intervention Program (JCIP) described in ch. 13 is available to youth on aftercare as a DJC standardized program.

CONTACT STANDARDS FOR AGENTS

Agents must meet the **minimum contact standards** listed below. An agent's supervisor may modify the number (increase or decrease) and nature of required contacts based upon the needs of the youth, facility, family, or for other reasons specified by the supervisor. The supervisor completes the Contact Standard Amendment (DOC-2128) to modify the standards contact standards. Contact standards for sex offender youth may be found in Chapter 13.

| Own Home, Foster Home or Independent Living (Non-Sex Offender) | | |
|--|-----------------------------|-----------------------------|
| Person(s) to Contact | Nature of Contact | Frequency of Contact |
| • Youth | • Face-to-face | • One time per week |
| • Parent/Guardian (no contact if youth on Independent Living) | • Face-to-face or telephone | • One time every other week |
| • School Staff | • Face-to-face or telephone | • Two times per month |
| • Employer and/or Community Service Site | • Face-to-face or telephone | • One time per month |

| Group Home or Residential Care Center (Non-Sex Offender) | | |
|--|-----------------------------|------------------------------|
| • Youth | • Face-to-face | • Two times per month |
| • Parent/Guardian | • Face-to-face or telephone | • One time every other month |
| • Facility Staff | • Face-to-face or telephone | • Two times per month |

PERMANENCY PLAN**SEE CHAPTER 10**

Agents must complete an **initial Permanency Plan** (DOC-1797) for a youth under the age of 18 years old who resides in an out of home placement. Also, they are responsible for the **6 month reviews of the Plan**.

FINANCIAL OBLIGATIONS**SEE CHAPTER 21**

Youth with remaining debts for Victim/Witness Surcharge, court-ordered restitution or other types of restitution must continue to pay on those obligations as a part of his or her ICCP. [see Chapter 6].

SEX OFFENDER REQUIREMENTS

SEE CHAPTER 22

Agents follow required legal procedures regarding sex offender registration and submission of DNA specimens.

FIREARM RESTRICTION

State law [s.938.341] requires a youth adjudicated delinquent for an offense that would be a felony if committed by an adult be prohibited from possessing a firearm under s.941.29. The court that adjudicated an affected youth delinquent is required to send the youth's name to the state firearm registry maintained by the Department of Justice [s.938.396(2g)(n)]. In order for a person to be removed from the firearm registry, he or she must petition the committing court to make a finding that the person is not likely to act in a manner dangerous to public safety.

Most youth committed to DJC are affected by the firearm restriction. Agents should be aware that the restriction applies to ownership, use, carrying or even touching a firearm. Affected youth cannot be permitted to hunt with a gun or to participate in the portion of hunter safety class that involves handling a gun. The firearm restriction does not apply to non-firearm weapons including a bow and arrow. It also does not limit youth from participating in sports that use a non-explosive projectile device, such as paintball.

SELECTIVE SERVICE REGISTRATION

Male youth who become 18 years of age must register with Selective Service. As a youth nears that age, agents should inform him of that obligation and assist him with the process, if needed.

CHANGE OF AGENT NOTIFICATION

Whenever a youth's case is assigned to a new agent, the **new agent sends a letter to the youth and another letter to the parent(s)/guardian** to introduce himself or herself. Sample letters are included later in this chapter.

COMMUNITY SUPERVISION RULES AND CONDITIONS

An agent may **modify a youth's DOC-1741 in JJIS** at anytime during the youth's aftercare supervision. He or she completes a new form and requests that the youth sign it. The youth may exercise the appeal rights described on the DOC-1741.

NOTIFICATION OF COMPLAINT PROCEDURES

When the youth signs the Community Supervision Rules and Conditions (DOC-1741), the agent notifies the youth about the complaint procedures available to the youth and provides her or him with a copy of the Youth Complaint Form (DOC-2051) available for printing from MyDOC. [see Chapter 23]

ADMINISTRATIVE DETENTION

No Suitable Alternative in the Community

Occasionally, DJC needs to **remove a youth from an approved community placement for reasons other than the initiation of revocation proceedings**. For example, if the parental home or a group home become uninhabitable due to a fire, or new concerns are raised about safety in the placement.

When there is **no suitable alternate placement readily available**, DJC may place a youth at a JCI on administrative detention until a suitable alternate placement is found.

Notifications

If a suitable alternate placement is not found within 30 days, the agent's supervisor notifies the regional chief of the youth's status.

If a suitable alternative placement is not found within 60 days, the regional chief notifies the DJC administrator.

EXTENSION OF YOUTH'S DISPOSITIONAL ORDER

SEE CHAPTER 9

During the youth's aftercare supervision as the youth nears his or her expiration date, the agent may believe that an extension of a youth's court commitment may be appropriate.



The agent consults with his or her supervisor to obtain approval to file an extension petition and follows the proper extension procedures.

EXPIRATION OF COMMITMENT OR ADMINISTRATIVE DISCHARGE

SEE CHAPTER 18

Agents have responsibilities when a youth's expiration date approaches or when it appears appropriate to consider an administrative discharge of the youth.

VICTIM/WITNESS NOTIFICATION

SEE CHAPTER 11

When a youth has a victim/witness notification request on file with DJC, the agent must follow proper procedures upon the expiration of the youth's court commitment, administrative discharge and upon escape from certain settings for specified offenses.

COMMUNITY NOTIFICATION

SEE CHAPTER 12

When a youth in community nears the end of his or her commitment, the agent must follow required procedures with respect to providing notification to certain community agencies.

PURCHASE OF SERVICES (POS)

OVERVIEW

Federal grant funds may be available for youth on aftercare for **purchasing services needed to implement the youth's ICCP**. Funds can be used for purchasing services for the youth and his or her family including family therapy, AODA treatment, support groups, educational services and some recreational activities and equipment.

FINANCIAL GUIDELINES

- \$ For purchases under \$5,000, staff use their best judgment to select a provider and make the purchase using a p-card. Bids are not needed.
- \$ For purchases over \$5,000 but under \$25,000, staff complete the DOC-775 and obtain three different bids. Bids may consist of telephone, other verbal, or written quotes.
- \$ For any purchase \$25,000 or more, staff needs to contact the DJC Central Office purchasing agent.

PROCEDURES FOR OBTAINING APPROVAL OF PURCHASE ORDERS

Agent Responsibilities for Request for Purchase

- Complete the Request for Purchase (**DOC-775**)
 - ✓ For individual services, list the name of the youth/family member who will receive the service.
 - ✓ For group services, list the vendor providing the service and number of youth participating in the group.
 - ✓ For blanket POS requests, the agent obtains supervisor approval.
 - ✓ For purchases requiring only a purchase request, agent makes a special effort to place purchase of services with small and minority businesses.
 - ✓ For purchases requiring three bids, document on the back of the DOC-775. Confirm the low bid price in writing by the vendor.
- Send the completed original DOC-775 to his or her supervisor for approval and monitoring of expenditures.

Supervisor and Office Operations Associate (OOA) Responsibilities

- Supervisor approves and signs original DOC-775 and gives it to OOA.
- OOA makes two copies of DOC-775; one which is placed in an office POS file and the other in the youth's file.
- OOA forwards the original to the Office of Management and Budget in Central Office (OMB).

OMB Responsibilities: Makes the final approval decision regarding the POS request.

BILLING AND PAYMENT PROCEDURES

- 📄 Vendors submit bills to the agent for payment of services.
- 📄 Agent carefully reviews, initials, corrects as needed, and submits copies of bills to the OOA.

- ☐ OOA retains copies.
- ☐ OOA forwards original bills to OMB.
- ☐ **OMB pays the bills.**

HANDLING VIOLATIONS BY AFTERCARE YOUTH

SEE CHAPTER 17

When a youth is alleged to have violated a rule or condition of supervision, the agent may take one or more disciplinary actions permitted under administrative rules, ch. DOC 393.

SEARCHES

Searches permitted for aftercare youth are governed by the administrative rules contained in **chapter DOC 393, WI. Adm. Code.**

SEARCH OF THE YOUTH'S LIVING ENVIRONMENT

- Staff may **search, with or without evidence of the presence of contraband**, a youth's living quarters at any time with a **supervisor's approval**.
- The search may include the youth's private bedroom and common living areas inside and outside to which a youth has access.
- Staff should request assistance of law enforcement whenever practical.
- If a parent or other adult refuses to allow the youth's agent to search a youth's living quarters or property, the youth's placement may be changed.
- Staff may conduct a search without prior approval when there is a suspicion that the youth will destroy contraband or use a weapon.



HOW TO CONDUCT A SEARCH OF A YOUTH'S LIVING ENVIRONMENT

- Staff should conduct a **thorough search while using care** to disturb the youth's possessions as little as possible.
- Staff **may not read legal materials** belonging to the youth.

WRITTEN REPORT

Staff members who conduct a search must submit a **written report of the search** including the following:

- Name of the staff member(s) who conducted the search and supervisor who approved it.
- Name of youth, date, time, and location of the search.
- Reason for conducting the search or whether it was random.
- Central Office Notification of Unusual Incident (DOC-1837) and distribute as indicated on the form.
- Any objects seized or property damaged.

PERSONAL SEARCH

A “personal search” or “pat down” means that **staff use their hands to feel the outside of a youth’s clothes, to search pockets, shoes, coat and hat, and to look inside the youth’s mouth.** It may be conducted under the following conditions:

- If a staff member has a reasonable belief that the youth has something prohibited by the youth’s rules of supervision.
- After the youth has been taken into custody and before transport
- Upon release from a secure detention center, a type 1 secured correctional facility or other secured confinement.
- Routinely when a youth enters a report center, a staff office, or other placement or sanction facility.
- At random with supervisor approval or upon direction of a supervisor.

STRIP SEARCH

A “strip search” means that **staff asks a youth to take off his or her clothes** so they can look at the youth’s body to see if he or she has any **contraband**. A strip search may be conducted when the following requirements have been met:

- With prior **supervisor’s approval** when staff have a reasonable belief that the youth is hiding a prohibited object within the youth’s underclothing or external body areas.
- **Youth refuses to give the item** to staff.
- **Two staff members of the same sex** as the youth are present during the search in a clean, private place.
- After the youth has been taken into custody.

BODY CONTENTS SEARCH

A “body contents” search means the youth provides a sample of his or her **blood, breath, urine, saliva, stool** to test for the **presence of drugs or alcohol**. It includes non-surgical procedures like x-rays to detect the presence of contraband. A body contents search may be conducted when the following requirements have been met:

- With prior **supervisor approval** when staff have a reasonable belief that the youth has consumed or is concealing alcohol or drugs.
- Only a doctor, physician’s assistant, nurse or other person authorized by law may collect blood and stool samples. Only licensed radiology personnel may take x-rays.
- Staff may require a youth to take a drug and alcohol test as part of a routine testing of all youth in a program or as part of a random testing program.
- A supervisor may require that staff of the same sex as the youth observe the collection of a urine sample.

USE OF PHYSICAL FORCE

OVERVIEW

Whenever practical, staff should **rely on the police when it is necessary to use force** to control a youth.

- Staff should make reasonable efforts to persuade the youth to be taken into custody voluntarily or to cease inappropriate behavior before force is used.
- Staff may not spank, slap, or strike a youth as punishment.
- Staff may not use more physical force than necessary to control a youth's behavior.

USE OF NON-DEADLY FORCE

- To prevent an escape
- To change the location of a youth
- To prevent unlawful damage to property
- To take a youth into custody
- To prevent death or bodily injury to oneself or another

USE OF DEADLY FORCE

To control a youth only if the staff member reasonably believes that it is necessary to prevent death or great bodily injury to the staff member or another person.

Staff may **not** use deadly force to control a youth if the use is likely to harm an innocent bystander unless the danger created by not using deadly force is greater than the danger created by its use.

AFTER FORCE HAS BEEN USED

Staff shall **check everyone for injury** and obtain medical care for anyone who was injured, and immediately notify a supervisor of any injuries.

REPORT

All staff who used or witnessed the use of force must write a report within 24 hours including: Central Office Notification of Unusual Incident. (**DOC-1837**)

USE OF MECHANICAL RESTRAINTS

REASONS TO USE MECHANICAL RESTRAINTS

- To take a youth into custody
- To prevent death/bodily injury to oneself or another
- To change the physical location of a youth
- To transport a youth
- To prevent unlawful damage to property.
- To prevent a youth from escaping.



PROHIBITED USE OF MECHANICAL RESTRAINTS

- To punish.

- Around the head or neck.
- In a way that causes undue physical discomfort, pain or restricts blood circulation or breathing.
- To secure a youth to a car.

STAFF RESPONSIBILITIES WHEN YOUTH IS IN RESTRAINTS

- Go directly to the intended destination if youth is in restraints for transportation purposes
- Remove restraints as soon as staff believe that it is safe to do so when restraints are used to control the youth's behavior.
- Treatment of youth while in restraints:
 - ✓ Check on the youth at least once every 15 minutes until the youth has been admitted to a secure facility or released from the restraints.
 - ✓ Release youth from restraints to eat, use the restroom and to perform other bodily functions, unless it is unsafe to do so or during transportation. If it is unsafe to release the youth, a staff member shall feed the youth and a person of the same sex should assist with bodily functions.
 - ✓ Check the youth for injury as soon as the restraints are removed.
 - * If the youth has been injured, staff shall seek immediate medical attention **and**
 - * Notify his or her supervisor.

WRITTEN RECORD AND REPORT TO CENTRAL OFFICE

- Staff keep a **written record** of their observations including the date and times staff observed the youth, name of the person making the observation and comments on the youth's condition while in **restraints for behavioral reasons: i.e., not for taking a youth into custody or transporting youth.**
- Complete a Central Office Notification of Unusual Incident (**DOC-1837**) and distribute as indicated on the form when **restraints are used for behavioral reasons.**
 - ✓ Reason and a description of the restraints that were used.
 - ✓ Statement including when and why the restraints were removed.
- Each regional **chief** submits an **annual report to the administrator** describing all incidents involving the use of mechanical **restraints to control a youth's behavior.**

EXAMINATION OF RESTRAINTS

Staff examine the supply of mechanical restraints every six months and discard any that are worn out or damaged.

USE OF CHEMICAL AGENTS AND WEAPONS

FIREARMS/WEAPONS

Staff may not carry firearms or other weapons while on duty.

USE OF CHEMICAL AGENTS

- Only **staff members trained by the department** may carry or use oleoresin of capsicum (OC) or other chemical agents approved by the department.
- Staff may use approved chemical agents **to prevent death or bodily injury** to oneself or another.
- Staff must immediately **provide access to medical attention** to a person who has been exposed to a chemical agent.

REPORT REQUIRED

Staff involved in the use of chemical agents submit a Central Office Notification of Unusual Incident (DOC-1837) report about the incident.

ESCAPE

ADMINISTRATIVE RULES: CH. DOC393

Chapter **DOC 393**, WI. Adm. Code, covering aftercare supervision **does not define “escape” nor does that chapter include detailed rules regarding procedures** to be followed if a youth is not where he or she should be at a particular time. The chapter does not define or use the term “absconding.”

- s. DOC 393.06 (4)(a)1, refers to **using non-deadly physical force to prevent an escape.**
- s. DOC 393.07 (2), permits the **use of mechanical restraints to prevent a youth from escaping or to take a youth into custody.**
- s. DOC 393.10, gives DJC staff authority to **take a youth into custody to transport to secure detention, JCI, medical or mental health facility.**

WISCONSIN STATUTES DEFINITION OF ABSCONDING AND ESCAPE



Absconding

DJC often uses the term absconding to mean that a youth on community supervision is not at his or her assigned location. However, **s. 946.50, Stats., defines absconding as occurring when a person adjudicated delinquent intentionally fails to appear before the court** assigned to exercise jurisdiction under ch. 938, Stats., when a proceeding is scheduled. Violation of that statute results in a range of charges and penalties depending on the seriousness of the individual's underlying offense.

Criminal Escape

Under **s. 946.42, Stats., escape is defined as leaving custody** in any manner without lawful permission or authority. The statute **does not cover a youth on aftercare** supervision unless his or her aftercare has been revoked.

Section 946.42, Stats applies to DJC youth in a JCI or in a type 2 secured correctional facility (Type 2 RCC, SJOP, or YCSP) because those youth are legally in the custody of DOC.

Therefore, a non-Type 2 **youth on aftercare who violates his or her rules of supervision by not attending school and/or other programming would not face criminal escape charges**

merely for not being where he or she is supposed to be at a particular time. That would be a violation of his or her Rules of Community Supervision (DOC-1741) possibly resulting in initiation of revocation proceedings.

TAKING A YOUTH INTO CUSTODY

GENERAL

Staff may **ask law enforcement to take a youth into custody** to a detention facility, mental health or medical facility or to a type 1 correctional facility.

If law enforcement is not available, staff may take a youth into secure custody and transport the youth as soon as possible to one of the facilities mentioned above.

Agent consults with his or her supervisor prior to physically taking a youth into custody without the assistance of law enforcement.

After a youth has been taken into custody, staff follow the procedures outlined in **Field Notice 1, "Secure Transportation of Youth."** [see MyDOC/About DOC/Policies & Procedures/DJC/DJC Field Notices]

SERO PROCEDURES FOR AWOL YOUTH

Overall SERO Policy

It is the policy of the Southeastern Regional Office that DJC staff search for youth who are not at the location their rules require them to be, and if the youth is located, the youth may be placed in secure detention.

Searches should not be conducted without DJC supervisory approval. Law enforcement shall accompany DJC staff when conducting searches for absconders. For purposes of this policy, "juvenile" includes youth of any age under the supervision of DJC. It is not limited to youth under the age of 18 years.

The following procedures are written specifically for SERO staff who participate in periodic absconder checks that target more than one youth from a specific geographical area. Targeted youth shall have a current apprehension request on file.

Procedures for Determining that a Youth is AWOL

SERO considers a youth to be an absconder; i.e., away without leave (AWOL) for many reasons such as those listed below.

- A CSP youth damages or removes his or her electronic monitoring device so that monitoring cannot be done.
- Family member reports that the youth has not returned home at the expected time.
- A youth fails to show up for an appointment/scheduled activity and staff cannot locate the youth.
- Youth fails to return to his or her placement facility after an approved leave, e.g., weekend pass.

Procedures to Prepare to Search for an AWOL Youth

Develop Absconder List

- ✓ Staff consider the risk the youth presents to public safety and/or to himself/herself using the checklist included in this chapter.
- ✓ Regional chief/designee works with agents to compile a list of youth in absconder status with a last known residence in the region.
- ✓ Determine which youth should be targeted for a search based upon recommendation of agent.
- ✓ Share the list with appropriate law enforcement agency(ies), and DOC Milwaukee Absconder Unit for Milwaukee youth.





• Agent Responsibilities

- ✓ Complete and file a DOC-58 with appropriate law enforcement indicating:
 - * Youth is in violation of his or her conditions of supervision
 - * Youth's location is unknown
 - * DJC requests assistance in conducting a search to apprehend the youth.
- ✓ Obtain supervisory approval to search for a specific AWOL youth.
- ✓ Share the list of names and addresses with local law enforcement and the SERO team.
- ✓ Select dates, approximately 2 times per month, to conduct searches taking into account availability of SERO staff and law enforcement.
- ✓ Assemble a team consisting of at least 2 SERO staff (agents and/or youth counselors) and law enforcement personnel.
- ✓ Ensure that at least one state vehicle with a secure barrier is available for transporting the youth.

• Assemble the following items

- | | |
|----------------------|---|
| ✓ Radios/cell phones | ✓ Mechanical restraints including oversized |
| ✓ Vests | ✓ Flashlights |
| ✓ First aid kit | ✓ Search kits if needed |

• Gather together documents as appropriate:

- | | |
|--|--|
|  Photos of youth |  Copy of apprehension requests on file |
|  Detainers if on file |  Names/addresses of youth being searched (copy for each individual on the team) |

Apprehension Procedures

• Share Information with Law Enforcement

SERO staff and law enforcement meet prior to beginning the search for the youth to discuss procedures to be followed. SERO staff share the information listed below with law enforcement:

- Youth's offense history
- Family history
- Number of occupants in home
- Pets in home



- **Obtain permission of head of household to enter the residence**
- **Identify risk factors and share with team**
 - ✓ Offense resistance
 - ✓ Family resistance
 - ✓ Potential intoxication
 - ✓ Presence of dangerous animals
 - ✓ Visible weapons
 - ✓ Medical/mental health of any occupant
 - ✓ Physical injuries

- **Supervisor Decision**

Based upon above risk factors, other relevant information and observations, **supervisor decides if and when to discontinue search or modify search plans**

- **Completion of Apprehension**

If the youth is found on the premises, law enforcement or DJC takes the youth into custody. DJC uses procedures described above to place youth into mechanical restraints. The agent notifies the parent/guardian of the youth's apprehension and intended transportation to secure detention and/or to a JCI. The agent should obtain the youth's medications, if any.

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH'S PARENT/GUARDIAN**Use Work Site Letterhead**

(Current Date)

(Name of Parent/Guardian)

(Mailing Address)

(City, State, Zip Code)

Dear Mr./Ms. (Last Name of Parent/Guardian):

This letter is notification of a change in the assigned agent for (name of son/daughter) during his or her placement in the community. As of (effective date of assignment), I am the new agent who will supervise your son/daughter while (he/she) is in the community.

In order to work more effectively with (first name of youth), I would like to meet with you to discuss past behaviors, current situation and future goals of (first name of youth).

Please call me as soon as possible to schedule an appointment to meet. My phone number is (000) 000-0000. Thank you for your cooperation.

Sincerely,

(Name of Agent)

Juvenile Services Agent

cc: Supervisor

OJOR CO

SS file

Previous Agent

SAMPLE NOTIFICATION LETTER FROM NEW AGENT TO YOUTH**Use Work Site Letterhead**

(Current Date)

(Name of Youth)

(Mailing Address)

(City, State, Zip Code)

Dear (Name of Youth):

This letter is notification of a change in your assigned agent during your placement in the community. As of (effective date of assignment), I will be the agent supervising you while on community supervision.

If you have any questions or concerns about your community supervision, please call me at (000) 000-0000.

Sincerely,

(Name of Agent)

Juvenile Services Agent

cc: Supervisor

OJOR CO

SS file

Previous Agent